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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 11/28/84	Application Number 74-266	Department Of Natural Resources Boat Registration Unit 2258 Northlake Parkway Suite 100 Tucker, Georgia 30058	Application Number 74-266A	Date Received DEC 03 1984
			Date Completed JAN 03 1985	
2. Person to Contact Christine Hull		Working Title Office Supervisor	Future New Number 493-5774	Telephone Number Present 393-7174
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-266 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest Present		5. Records Series Title (followed by title used in office; if different) Boat Registration Application and Deposit Record Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Boat Registration Unit of the Office of Administrative Services is responsible for the documents and the collection, accounting, deposit, reconciliation and cash flow management of fees received with documents.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Registering boats for use in the Nations waters. Included are: Applications for Boat Registration. Office generated deposit records and Computer-generated deposit records. File is arranged: Numerically by data processing reference number.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old 10; Seven to twelve months old 5; Thirteen to twenty-four months old 2; twenty-five months and older 2?				
9. Annual Rate of Accumulation of Records Letter-size drawers 100; Legal-size drawers; Shelves; Other (specify) Boxes-70				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | Four (4) years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Registrations are issued for a three (3) year period. One (1) extra year of storage is needed to satisfy the courts incase of litigation.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold Four (4) year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Christine Hull	11/28/84	Pat Davison	11-29-84
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-26-84
		Secretary of State/Designee	12/18/84
		Attorney General/Designee	12/31/84

STATE
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RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date July 17, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. OAS - 5		Date Received JUL 23 1974	Application No. 74-266 Date Completed AUG 12 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Administrative Services Division Cash Management Unit 711 Trinity-Washington Building, Atlanta 30334		4. Person to Contact Herbert Moye	
		5. Working Title Supervisor	6. Tel. No. 656-3517
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.			
8. Earliest & Latest Dates of Series March 1974 - to date	9. Exact Series Title Boat Registration Application File		
10. What is the function of the office in which this record series is created?			

The Cash Management unit of the Office of Administrative Services is responsible for the collection, accounting, deposit, reconciliation, and cash flow management of all Departmental bank accounts and revenues, including revenues derived from the sale of licenses, boat registrations, parks fees, and magazine sales.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: registering boats for use in state waters.

Included are: Applications for boat registration.

Files are arranged numerically by data processing reference number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION 1/1/71	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				12	24
Legal-size File Drawers	10	20	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	1	0
				0	0
				0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "NO," please explain

YES NO

13. Is this the Record Copy of the series? [x] []
14. Is there a duplication of this series in another office or agency? [] [x]
15. Is the information contained in this series ever summarized or published? [] [xx]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? [] [x]
21. Does the record series contain documentation produced as EDP printout? [] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Boat registrations are valid for three years; one additional year for reference purposes.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - ~~X~~ OTHER each quarter of the FY, then:

- [] Hold in the current files area month(s)/ year(s):
- [x] Transfer to [x] State Records Center [] Local Holding Area; hold 4 year(s):
- [x] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Beam</i>	7/17/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [] Disapproved	<i>William M. Dyer</i>	7/17/74
	State Auditor/Designee [x] Approved [] Disapproved	<i>William M. Dyer</i>	8-8-74
STATE RECORDS COMMITTEE	Secretary of State/Designee [x] Approved [] Disapproved	<i>Carroll West</i>	8-7-74
	Attorney General/Designee [x] Approved [] Disapproved	<i>R. M. Stuehl</i>	8-9-74